

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
January 2007



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does **NOT** represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Facilities Manager 3 (G)	62693	\$35,892 - \$57,420
Recreational Services Assistant Director (F)	78223	\$40,608 - \$64,968

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective.
- F **Job classification will have a change in SALARY effective January 30, 2007.**
- G **Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective January 30, 2007.**
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective November 7, 2006.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24th – November 7th. The complete schedule for 2007 will be posted on Department of Personnel website.
- S Job classifications will be opened on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). These dates are tentative and subject to change [second Tuesday in January, second Tuesday in April and second Tueday in July].

Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

FACILITIES MANAGER 3

SUMMARY: Under direction, is responsible for managerial facilities maintenance work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for directing building and grounds maintenance at a very large, complex facility and the maintenance and repair of a large amount of equipment and machinery. The employee supervises a staff of maintenance and support personnel and is responsible for the writing of specifications and reports, the ordering of supplies, and budget preparation. This class differs from Facilities Manager 2 in that an incumbent of the latter is responsible for facilities maintenance at a large facility.

MINIMUM QUALIFICATIONS

Education and Experience: Completion of two years of coursework at an accredited college or university and experience equivalent to substantial (five or more years of) increasingly responsible and skilled full-time building maintenance or construction work in one or more of the following areas: carpentry, plumbing, electrical, painting, masonry, heating, ventilating, refrigeration, or other related area, including, at least, three years of supervisory experience; qualifying full-time building maintenance or construction work may be substituted for the required education on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.